

ADDITIONAL REQUIREMENTS FOR A COMMERCIAL BUSINESS

You must submit the following clean and legible documents for all substantial interest holders and their spouses.

A substantial interest holder is a person who has actual or potential influence over the management or operation of any organizations ([WAC 230-03-045](#)). Examples are:

- owning, operating, managing, or controlling an entity
- profiting from an entity
- assuming liability for debts or expenditures of the entity
- being an officer, director or managing member

Additional Documents Needed	Sole Proprietorship	Limited or General Partnership	LLC	Corporation
A Personal/Criminal History Statement (BLS-700-301).	✓	✓	✓	✓
A copy of valid identification (ex: driver's license, state ID, passport or alien registration).	✓	✓	✓	✓
Copies of any civil, criminal or administrative action.	✓	✓	✓	✓
A Financial Statement (GC4-320) for each individual and business (provided).	✓	✓	✓	✓
A Source of Funds Statement (GC4-321) for each individual and business along with documents proving where the financial sources came from. Examples are: <ul style="list-style-type: none"> • loan agreement, • promissory note, • purchase/sales agreement, • closing documents, • other sales documents, • copies of your personal/business bank statements for the last 12 months, or • copies of your personal/business IRS tax statements. 	✓	✓	✓	✓
If the funds were not from a federal or state recognized financial institution such as a relative or friend, then each person must complete a Personal/Criminal History Statement (BLS-700-301), a Financial Statement (GC4-320) and a Source of Funds Statement (GC4-321) with supporting documents.	✓	✓	✓	✓
Ownership Disclosure (GC4-021).		✓	✓	✓
Partnership agreement listing each partner, managing partners and dissolution procedures.		✓		
LLC agreement listing managing member, units issued, purpose, duration, capital, distributions and member withdrawal procedures.			✓	
LLC Certificate of Formation with verification it has been recorded with the Secretary of State's Office.			✓	
Articles of Incorporation listing name, officers, stockholders, stock authorized to issue, and verification it has been recorded with the Secretary of State's Office.				✓
Meeting minutes showing issuance of stock and election of officers.				✓